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FORM NO. 30-2
MAR 1947

(352)

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CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

ADMINISTRATIVE INSTRUCTION
NO. []

7 December 1948

SUBJECT: CIA Intelligence Information Reports.

(This rescinds Administrative Instruction [], dated 28 August 1947.)

1. Intelligence information report forms will be used by CIA activities as indicated below:

a. Form No. 51-4A, Information Report, revised September 1948--
To be used exclusively by OSO for unevaluated intelligence information reports. These reports will be reproduced on yellow paper.

b. Form No. 51-4B, Information Report, revised December 1948--
To be used exclusively by Contact Branch, OO, for unevaluated intelligence information reports. These reports will be reproduced on pink paper.

c. Form No. 51-4C, Information Report, revised December 1948--
To be used exclusively by Foreign Documents Branch [] or unevaluated intelligence information reports. Form No. 51-4B may be used by FDB [] or such reports when Form No. 51-4C is not appropriate. These reports will be reproduced on pink paper.

2. Except as indicated in paragraph 4 below, intelligence information reports prepared by OSO and OO will be forwarded by those offices direct to OCD without prior evaluation by ORE and will be immediately disseminated to appropriate agencies and to ORE as unevaluated information. Later evaluations of such reports by ORE will not be disseminated outside CIA except on request initiated by a receiving agency.

3. The Assistant Director for Reports and Estimates will continue to provide OO and OSO with evaluations of reports. Where practicable, these evaluations will include other using agency opinions as to value of reports in connection with preparation of departmental estimates. The Office of Collection and Dissemination will, where practicable, obtain from the outside agency requester an assessment of the report made in answer to the specific request.

4. a. The Assistant Director for Special Operations may send direct to the using agency those reports of information obtained to satisfy special requests received direct from such agency where security considerations do not permit utilization of normal dissemination channels. The Assistant Director for Reports and Estimates will be immediately furnished a copy of each report so disseminated when such reports fall within his field of interest.

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SECRETPreparation of Forms 51-4A, 51-4B and 51-4C

a. Information Report Forms will be prepared by the office originating the report. These offices will:

(1) Classify the reports in accordance with current CIA security regulations and type classification on the form.

(2) Indicate broad restrictions of any type which should be shown on each copy of a report if special control of distribution is required. These restrictions will be typed on the master form. For example, if the report should not be made available by receiving agencies to other than U. S. officials, notation would be made -- "CONTROL/U.S. OFFICIALS ONLY".

(3) Indicate on the master form so as not to reproduce on copies of the report, recommendations for distribution to particular agencies which might not normally be considered as logical recipients of the report by OCD. If the originating office believes that certain specific agencies should not receive the report, such recommendations should also be indicated on the master form so as not to reproduce on copies of the report. If there is not sufficient space on the master form to indicate all distribution recommendations and/or restrictions, an attached slip may be used. In such cases a notation will be made at the top of the master form so as not to reproduce on copies of the report -- "Special Distribution List Attached." OCD will make the final determination as to distribution.

(4) Forward the finished master form of the report to OCD for processing.

b. The CIA office originating the report will be responsible for completion of the form in detail as indicated below:

(1) COUNTRY

Show the country to which the information pertains.

(2) SUBJECT

Select and fill in the subject most descriptive of the information contained in the report.

(3) PLACE ACQUIRED. (Forms 51-4A and 51-4B only)

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(4) DATE ACQUIRED BY SOURCE (Form 51-4B only)

Specify date on which the information was collected in the field by the source of information.

(5) DATE OF INFORMATION

State actual date when the event(s) reported on took place.

(6) HOW PUBLISHED (Form 51-4C only)

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(10) REPORT NUMBER

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(11) COLLECTION DIRECTIVE NUMBER

Enter the C.D. number to which the information report pertains.

(12) DATE DISTRIBUTED

Date on which the report is distributed by the Central Intelligence Agency. This space will be left blank by the originating office and will be completed by the Office of Collection and Dissemination.

(13) NUMBER OF PAGES

Enter the total number of pages comprising the report.

SECRET(14) NUMBER OF ENCLOSURES (Forms 51-4A and 51-4B only)

Enter the total number of enclosures to the basic report. In addition, the enclosures will be identified by a listing at the end of the report. This listing will be as brief as possible. Each enclosure will be marked with the same symbol as on the listing. Abbreviations will be used whenever practicable.

(15) SUPPLEMENT TO REPORT NUMBER

If the report provides additional information which supplements or changes a previous report, the originating office will so indicate by inserting the report number of the previous report or reports in this space.

(16) GRADING OF SOURCE BY OFFICE OF ORIGIN (Forms 51-4A and 51-4B only)

(a) Originating office will accomplish the appropriate box from knowledge of and experience with the source from which the report was derived.

(b) If the source is documentary, this section need not be filled in, and the procedure outlined in paragraph b(19) will be followed.

(17) COLLECTOR'S PRELIMINARY GRADING OF CONTENT (Form 51-4A only)

This will be accomplished by the originating office and will be the grading which is furnished by the Collector of the material.

(18) SOURCE'S OPINION OF CONTENT (Form 51-4B only)

This will be accomplished by the originating office and will be the grading which is furnished by the Source of the information.

(19) SOURCE

(a) This section will be accomplished by the originating office and will serve only as a description of the source.

(b) The originating office will take action to assure that sources are given necessary security protection. If essential to protect sources completely this section will be left blank.

(c) Reporting offices may when possible and such action is deemed necessary and advisable in light of known security requirements, furnish a description of the source, specify how source got his information, and describe or identify sub-sources of the reported information.

(d) When the source is documentary, identification will be by brief title; but, if security is involved the source will be cited simply as "Documentary".

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(20) BODY OF REPORT

This will contain the information as edited and prepared for distribution. If the report requires more than one page, only the first page will be prepared on report forms. Succeeding pages will be prepared on blank duplicating masters with each page appropriately classified and numbered consecutively. These pages will contain the proper REPORT NUMBER in the upper right hand corner, as stated in paragraph b(10) above.

(21) DISTRIBUTION

(a) The report forms contain a box at the bottom of the form for external distribution. The Office of Collection and Dissemination will indicate distribution, by means of "X" marks in appropriate boxes.

(b) Form 51-4A provides a second distribution box at the bottom of the form for internal OSO distribution. This distribution box is for use by OSO only and is not to appear on copies prepared from the master form which are disseminated by OCD.

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ADMINISTRATIVE INSTRUCTION
NO.

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SUBJECT : Preparation of CIA-produced Intelligence Publications and
Intelligence Information Reports

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RESCISSIONS: a. Administrative Instruction dated 7 December
1948
b. General Order dated 21 July 1949

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REFERENCE : Administrative Instruction , dated (same
date as this new Administrative Instruction)

In accordance with the provisions of the National Security Act of 1947 (Public Law 253), all CIA-produced intelligence publications and intelligence information reports will be so prepared and edited as to eliminate the danger of disclosing covert or semi-covert sources or methods.

I. Intelligence Publications

The form of CIA-produced intelligence publications will be as determined by the producing office, after consultation, when necessary, with other offices and staffs as are appropriate.

II. Intelligence Information Reports

1. Forms:

The following forms will be used by producing offices in the preparation of CIA intelligence information reports.

a. Form No. 51-4A, Information Report, revised September 1948--
to be used by the Office of Special Operations for unevaluated intelligence information reports. These reports will be reproduced on yellow paper.

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b. Form No. 51-4B, Information Report, revised December 1948--
to be used by Contact Branch, Office of Operations, for unevaluated
intelligence information reports. These reports will be reproduced
on pink paper.

c. Form No. 51-4C, Information Report, revised December 1948--
to be used by Foreign Documents Division, Office of Operations, and

unevaluated intelligence information reports. (Form No. 51-4B may
be used by FDD for such reports when Form No. 51-4C is not
appropriate.) These reports will likewise be reproduced on pink
paper.

2. Explanation of Items on Forms:

The producing office will complete each form in detail as indicated
below:

a. Country:

Show the country to which the information pertains.

b. Subject:

Select and fill in the subject most descriptive of the
information contained in the report.

c. Place Acquired (Form 51-4A and 51-4B only):

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j. Report Number

Reports from originating offices will be numbered consecutively and will bear identifying symbols as a prefix to the report number. 25X1

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k. Collection Directive Number

Enter the CD number to which the information report pertains.

l. Date Distributed

Date on which the report is distributed by the Central Intelligence Agency. This space will be left blank by the originating office and will be completed by the Office of Collection and Dissemination.

m. Number of Pages

Enter the total number of pages comprising the report.

n. Number of Enclosures (Forms 51-4A and 51-4B only)

Enter the total number of enclosures to the basic report. In addition, the enclosures will be identified by a listing at the end of the report. This listing will be as brief as possible. Each enclosure will be marked with the same symbol as on the listing. Abbreviations will be used whenever practicable.

o. Supplement to Report Number

If the report provides additional information which supplements or changes a previous report, the originating office will indicate this

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by inserting in this space the report number of the previous report or reports.

p. Grading of Source by Office of Origin (Forms 51-4A and 51-4B only)

The originating office will mark the appropriate box from knowledge of and experience with the source from which the report was derived.

q. Collector's Preliminary Grading of Content (Form 51-4A only)

This will be accomplished by the originating office and will be the grading which is furnished by the original source of the information.

r. Source's Opinion of Content (Form 51-4B only)

This will be accomplished by the originating office and will be the grading which is furnished by the original source of the information.

s. Source

(1) This section will be accomplished by the originating office and will serve as a description of the source enabling the analyst using the report to evaluate the source's presentation of the information.

(2) The originating office will take action to ensure that sources are given necessary security protection without rendering the report useless by suppressing information essential to evaluation by users.

(3) When possible, in the light of known security requirements, reporting offices will furnish a description of the source, including factors affecting his objectivity as a source, specify how

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the source got his information, and describe or identify sub-sources of the reported information.

(4) When the source is documentary, identification will be made by brief title or short description of the document and its character.

t. Body of Report

This will contain the information as edited and prepared for dissemination. If the report requires more than one page, only the first page will be prepared on report forms. Succeeding pages will be prepared on blank duplicating masters with each page appropriately classified and numbered consecutively. These pages will contain the proper report number in the upper right hand corner, as stated in paragraph 2j above.

u. Indication of Distribution

(1) The report forms contain a box at the bottom of the form for distribution. The Office of Collection and Dissemination will indicate such distribution, by means of "X" marks in appropriate boxes, in accordance with the provisions of the reference.

(2) Form 51-4A provides a second distribution box at the bottom of the form for internal OSO distribution. This distribution box is for use by OSO only and is not to appear on copies prepared from the master form which are disseminated by OCD.

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3. Security Precautions:

The producing office will assign to each report its appropriate security classification and will appropriately stamp those reports which are for CIA INTERNAL USE ONLY or for LIMITED DISTRIBUTION, according to the provisions of paragraph 9 of the reference.

4. Evaluation:

The Office of Reports and Estimates and the Office of Scientific Intelligence will prepare evaluations of all intelligence information reports. When practicable, these evaluations will include opinions of analysts in the IAC agencies as to the value of such reports for departmental intelligence purposes. The Office of Collection and Dissemination will endeavor to obtain, from requesters outside of CIA, evaluations of reports prepared in answer to their specific requirements.

5. Dissemination

Intelligence information reports will be disseminated in accordance with the provisions of the reference. They will be distributed immediately after their preparation, without waiting for evaluation of ORE and OSI. Evaluations by ORE and OSI will be submitted to OO and OSO as soon thereafter as possible, but will not be disseminated further.

For the D.C.I.

R H H.

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Captain, USN
Executive

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